**Westgate Primary School and Children’s Centre**

**Charging and Remissions Policy**

Rationale

The Governing Body recognises the valuable contribution that the wide range of additional activities, including day and residential educational visits; musical and theatrical performances, can make towards the children’s personal and social education. These activities provide pupils with experiences beyond the normal scope of the National Curriculum.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

Charges

The Governing Body reserves the right to make a charge in the following

circumstances for activities organised by the school:-

* Board and lodging provided for pupils on residential visits.

We ask most parents to pay the full charge but do make an appropriate reduction for those families eligible for free school meals.

* Instrumental music tuition, subject to the availability of a teacher,

usually in a group of no more than 4.

At present the Governors feel the school should continue to pay for those children whose parents request lessons to ensure equal access for all to such activities.

* Visits from outside groups - e.g. Theatre companies, Music Ensembles, Life Education Bus,

We ask for a voluntary contribution for most of these types of activities

Activities organised by outside providers

Activities taking place out of school hours and organised by

Outside providers will be charged for in full…such as

* Gymnastics Club etc
* Before and After school care services

Activities laid on after school hours and provided by an outside organisation are charged for in full

Charges in Kind

Where a child participates in a Food Technology activity the parents or carers will be asked to supply the ingredients, or a nominal contribution will be requested for such an activity, on the understanding that the finished product is taken home at the end of the school day.

Remissions

If a residential activity takes place largely during school time, meets the

requirements of the syllabus for a public examination, or is to do with the

national curriculum or religious education, no charge may be made either for the education or for the cost of travel.

However, charges in full can be made for board and lodging in these circumstances except for pupils whose parents are eligible for:

• Free School meals

Charges for these parents will not be full but will be reduced to an appropriate level to encourage participation in the activity.

The Headteacher should advise all parents of the right to claim free activities if they are receiving these benefits.

When arranging such a chargeable activity, or an activity where a voluntary contribution is requested (see below), the Governing Body will invite parents to apply in confidence to the Headteacher for the remission of charges, in part or full.

Where there is financial hardship in a family, the Governing Body will remit, in part or full, the cost of a school, class or year group activity.

Authorisation of remissions, will be made by the Headteacher in consultation with the Chair of Governors.

Voluntary Contributions

Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing an educational activity for pupils.

This policy is reviewed annually by governors, the next review will be in the autumn of 2017

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Chair of Finance Governors)

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_